

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Copier Management Consolidation

FROM:

Chief, Admin Staff, DDS&T

EXTENSION

NO.

DATE

5 May 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Plans & Programs Staff/OL

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Ref: Memo from the DDA dated 9 April 1981, same subject.

2.

7 MAY 1981

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Attached are the DDS&T's responses to referent.

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C/AS/DDS&T

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DD/S&T# 1932-81

30 April 1981

MEMORANDUM FOR: C/Admin Staff/DDS&T

FROM:

C/OTS/Registry

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SUBJECT: Copier Management Consolidation (U)

REFERENCE: DDA Memo, dated 9 April 1981, Same Subject

1. In response to reference memo, OTS concurs in the adoption of alternative two. (A/IOU)

2. Alternative one appears to be too restrictive in fulfilling our copier requirements. Compartmentation of D&E programs as well as the sensitivity of the support provided to on-going DDO operations would not make a copy center feasible. Over the past several years, we have experienced problems with P&PD in getting adequate copiers for each of the buildings that make up the OTS complex and in convincing them that we need more than one production-size copier. When our primary copier breaks down in the middle of a priority project, we cannot simply go to another copier as is the case in Headquarters. (A/IOU)

3. Although P&PD is the Agency focal point for copiers, their cost-effective suggestions are not always practical in satisfying our realistic requirements. It is not our intent to circumvent Agency copier management policy. However, because of the difficulties we have experienced over the past several years, we feel that it is important to maintain some control over our copier requirements. (A/IOU)

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ADMINISTRATIVE - INTERNAL USE ONLY

1892-81
NPIC/SS-24/81
28 April 1981

MEMORANDUM FOR: Chief, Administrative Staff, DDS&T

FROM :
Chief, Support Staff, NPIC

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SUBJECT : Copier Management Consolidation

1. The National Photographic Interpretation Center (NPIC) has received the DDA proposal to consolidate the Agency copier management program. After reviewing the proposal and the alternatives, we have decided not to go along with the Copier Management Consolidation for the following reasons:

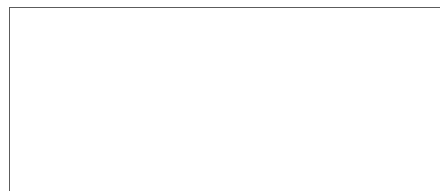
- a. NPIC has had a very active copier management program of its own since 1973.
- b. Through decentralization of copier equipment in 1975, NPIC has substantially reduced its copier budget and quantity of equipment.
- c. As a result of our copier management program, NPIC has only increased its total number of copy equipment by one since 1975.
- d. NPIC has worked closely with P&PD and vendors to provide the most economical copier for each location.

2. Although NPIC does not agree with the Copier Management Consolidation, it does support alternative 2 giving P&PD performance certification authority.

3. If further information is required concerning NPIC Copier Management Program, contact

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DD/S&T / 805-81

ORD-533-81

23 April 1981

MEMORANDUM FOR: Chief, Administrative Staff, DDS&T

FROM :
Chief, Support Branch, MS/ORD

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SUBJECT : Copier Management Consolidation

1. ORD currently budgets for and provides a copy center which serves its own needs, plus most of Ames Building and other customers

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2. The improvements outlined in alternative 3 should be accomplished. ORD sees no obstacle to P&PD's certifying for services received by users on the basis of its automated monthly report. This would be of great assistance to ORD. That certification authority should also be extended to cover other office machines, particularly rental typewriters.

3. The implications of alternative 1 are not sufficiently clear. First, it does not necessarily follow that "total budget consolidation" demands the establishment of "controlled copy centers." Neither do we feel that copiers need be highlighted as a single budget item. We believe that most of the objectives achievable under alternative 1 can be accomplished without P&PD's actually owning and funding all the Agency's copy machines. We appear to be doing so now with Mag Card typewriters.

4. ORD suggests that rather than treat each type office machine separately, all office machines (copiers, document printers, word processors, typewriters, small computers, etc.) which consume significant resources (positions, space, or funds) above a certain threshold (figure to be established) should be treated alike in a "systems approach." Electronic mail handling, facsimile, increased access to ETEX, computer terminals and SCRIPT, and the imminent installation of IBM 6670 Printers in computer centers should significantly diminish the use of copiers, since it will be easier to produce originals than copies.



SUBJECT: Copier Management Consolidation

5. Such "office support systems" should be requested and justified by the using offices, reviewed and approved by a central coordinator, and procured through OL on a single contract per vendor. Lease/purchase decisions could be left to OL based on the number of similar machines in use. Centralization of funding would not be required if a PRA-like system is set up. Responsibility for initial procurement would remain with the users, as would operational control of the equipment.

6. The review and approval process could be considerably shortened and still meet acceptable standards. We do not believe that technical expertise resides solely in P&PD for copiers nor in ODP for word processors. We suggest that expertise could be consolidated in the Information Technology Branch of Records Management Division, Office of Information Service. We further suggest that the review and approval function could best be performed there, with emphasis on helping offices rapidly exploit technology.



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DD/S&T# 1579-81/1

29 April 1981

MEMORANDUM FOR: Chief, Administrative Staff, DDS&T

FROM:

Chief, Support Branch, OD&E

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SUBJECT: Copier Management Consolidation

REFERENCE: DDS&T-1579-81 dated 9 April 1981, Same Subject

1. The recommendation to adopt total budget consolidation with a comprehensive copier management system seems based on the premise that most equipment would be purchased and reduction of administrative overhead takes precedence to customer service. The lumping of reproduction equipment into one vulnerable budget line-item works against the component which develops a strong requirement but late in the fiscal year.

2. A desirable route to follow in firming up copier management would be a combination of the second and third alternatives. P&PD should certify for services received on behalf of users utilizing a computer-generated report to verify charges by machine and contract. In time, contracts could be consolidated by vendor simplifying verification and making life easier for A&CD/OF.

3. The movement of RMOs to the MI Career Service should enhance their autonomy to the extent their responsibility to produce unbiased surveys should be strengthened. P&PD retaining and strengthening its role as approving authority and with its technical expertise should be in a position to approve specific equipment to meet survey needs. The decision for purchase versus lease should be made by P&PD and the RMO based on the requirements of the survey.

4. There has been a general lack of specific data on the extent of repairs and maintenance. It should be required of users to submit reports to P&PD (perhaps monthly with usage reports) giving information on repairs and maintenance. This would form a data base by type of machine and vendor that would allow meaningful decisions on the part of P&PD for procurement cost-effectiveness and type of equipment capable of various volume levels.

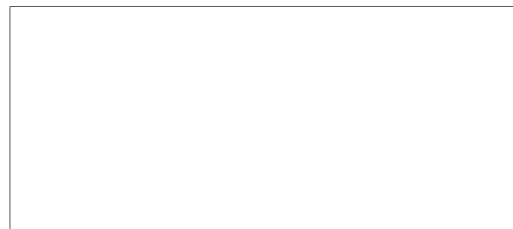
ADMINISTRATIVE INTERNAL USE ONLY



SUBJECT: Copier Management Consolidation

5. The relationship between P&PD and Supply Division requires closer liaison. The data base on usage and maintenance could improve SD's ability to provide adequate supplies on a timely basis. For example, the down-time, service charges and wastage due to utilization of low-cost sub-standard paper when analyzed may prove that higher priced paper is cost-effective.

6. It is our recommendation that total copier consolidation not be undertaken at this time. Rather, we recommend that P&PD be given performance certification authority and a strengthened role along with component RMOs to manage a decentralized copier program.



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NOTE FOR:

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FROM:

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Planning Division, O/DDS&T

1. You are already acquainted with the many problems that concentrating copying machines in CENTERS brings. The attached proposal doesn't go that far but will consolidate the programming and budgeting for copying machines in one location in the budget. We've already been down that road with regard to Communications support and ADP terminals; it has proven unsatisfactory to this Directorate in both of these areas in the past.

2. In the area of new requirements for Communications support, S&T needs were being addressed to only the smallest degree in recent years; policies, procedures, and pressures in OC and the DDA prevented our communications support from being favorably placed in their budget submissions. Starting with the FY82 program call, we were permitted to program for our own Commo support for new requirements (using quotes from OC, generally) and this Directorate has been much more successful than OC/DDA had been in the past in programming-for and defending our needed support. A similar approach is being taken to ODP's remote terminals; users are permitted to program for terminals now. DDA has just not been able to muster a compelling defense for the consolidated actions.

3. It is distressing that DDA leaders are becoming inclined toward a COPIER budget approach that has not worked (to the satisfaction of the customers) and is being abandoned in Commo and ADP.

4. In addition, it is all too easy for a budget reviewer to cut 5 or 10% from some large number of equipments that are all in one place in the budget and please his boss.

5. The executive summary states that the recommended "alternative requires that O/Compt be able to justify to OMB, etc." the copier program as a whole. The monkey can't be put on O/Compt's back that easily. I would expect the DDA to justify (successfully) the copier program and, based on past performance, I'm not hopeful. That attitude may have been a significant element of the failure of the consolidated approach to Commo support programming.

6. We'll do a much better job of justification ourselves.

7. I get the impression that the DA doesn't think people share the present machines. You ought to enlighten them on this,

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SIAI

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